HIGH SCHOOL READINESS CERTIFICATION

STAGES OF CERTIFICATION

Stage 1: Preliminary Self-Certification (attached checklist)
School divisions certify that they are ready to meet the goals of the Standards of Learning (SOL) Technology Initiative by affirming that they have completed the ***Required Elements*** of the checklist. Upon submission of the checklist, school divisions are free to seek reimbursement from 2001 funds for expenditures made in middle schools. School divisions that choose to self-certify are still responsible for all expenditures to ensure that high schools meet Stage 2 certification.

Stage 2: Technical Certification
School divisions will successfully complete a technical certification program that tests the capacity of the high school and division network. Upon completion, school divisions are free to seek reimbursement from 2002 funds for expenditures made in middle schools. School divisions that are unsuccessful in achieving technical certification should plan to use 2002 funds to purchase the required technology until they successfully complete the program. Achieving technical certification may require that school divisions implement one or more of the ***Best Practices*** in the *Architectural Guidelines*. Technical Certification procedures will be made available in Fall, 2001.

Alternative to Stages 1 and 2:
School divisions may contract directly with NCS Pearson at a "state contract" price to obtain readiness certification. Contract pricing will vary according to the number of schools assessed. School divisions may use state Technology Support Personnel funds for this purpose. For those school divisions that choose this alternative, NCS Pearson will provide a pass/fail report that includes recommendations for improving the high school infrastructure. School divisions that achieve a "pass" may seek reimbursement from 2001 and 2002 funds for middle school expenditures. More information on this Alternative will be provided by Fall, 2001.

Stage 3: Preparedness Checklist
School divisions will complete a preparedness checklist that ensures stability of the high school and division network not more than 96 hours prior to each online testing administration. The Preparedness Checklist will be available in Fall, 2001.

NOTES:
All Stages of certification must be completed prior to high school online test administration.

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Self-Certification Checklist INSTRUCTIONS

The self-certification checklist is based on the "***SOL Technology Initiative Architectural Guidelines for High School Readiness*** ." School division personnel are strongly encouraged to thoroughly review the guidelines prior to completing the self-certification checklist. The guidelines and other helpful information on the SOL Initiative may be found at:

http://www.pen.k12.va.us/VDOE/Technology/soltech/soltech.html.

The self-certification checklist may be completed at any time, but should only be submitted to the Department of Education when ***all*** of the ***Required Elements*** of the checklist have been satisfied. School divisions are strongly encouraged to implement the ***Best Practices*** as well.

A hard copy of the checklist with original signatures must be submitted to the Department of Education prior to seeking reimbursement of 2001 funds for middle school expenditures. All signatures are required. Please keep a hard copy of the signed checklist for your records. Submit the completed checklist and signature page to:

Sarah J. Susbury
Virginia Department of Education
Office of Information Technology, 22nd Floor
P.O. Box 2120
Richmond, VA 23218

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Self-Certification Checklist

AWARENESS AND PLANNING - Required Elements		
A. The school division technology coordinator has reviewed the ***Architectural Guidelines for High School Readiness*** and has verified compliance at each high school in the division.	◯ yes ◯ no	
B. The school division technology coordinator, the school division SOL Technology Initiative project manager, and the division director of testing have met at least once to discuss the technology and assessment aspects of online SOL testing.	◯ yes ◯ no	
C. All high school principals, building level technology coordinators and building level assessment coordinators have been briefed on the initiative.	◯ yes ◯ no	

INFRASTRUCTURE - Required Elements		
A. The testing locations in each high school have been evaluated to ensure that sufficient electrical outlets and network jacks are available.	◯ yes ◯ no	***Architectural Guidelines*** Section 2.1
B. All wireless technology is Wired Equivalent Protocol (WEP) compliant.	◯ yes ◯ no	***Architectural Guidelines*** Section 2.1

INFRASTRUCTURE - Best Practices		
A . New cable installations comply with appropriate building codes.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.1
B. Electrical surge suppression is installed on all copper cabling.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.1
C. All cabling and connecting hardware has been tested and certified by the vendor or cabling contractor.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.1
D. Thin net cabling (10Base-2) has been replaced with Category 5e (or better) unshielded twisted pair (UTP) cable.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.1
E. New cable installations after August 1, 2001 use Category 5e unshielded twisted pair.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.1
F. Backbone cables after August 1, 2001 are fiber optic.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.1
G. Redundant cables installed after August 1, 2001 have been installed along a separate path.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.1
H. Telephone access is available in each testing location in each high school.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.1

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Self-Certification Checklist

INFRASTRUCTURE - Best Practices (Continued)		
I. Wireless technology implementations utilize the highest available transmission rate, and wireless LAN's are segmented as much as possible.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.1
J. Wireless LAN implementations utilize the highest number of WEP keys possible and / or practical and ensure the keys used are changed from their default values.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.1
K. Virtual Private Network (VPN) software is used to ensure proper authentication of wireless devices and/or users.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.1

COMPUTERS/PRINTERS - Required Elements		
A. A maximum ratio of five students to one computer has been achieved in each high school.	◯ yes ◯ no	***Architectural Guidelines*** Section 2.2.1
B. Each computer counted for the above ratio is either: a) Pentium 166MHz or better, 32MB RAM, 800x600 video resolution, standard keyboard and pointing device, or b) PowerPC/PowerMac 200Mhz or better with 32MB RAM, or iMac, G3 or better with 48MB RAM, 800x600 video resolution, standard keyboard and pointing device.	◯ yes ◯ no	***Architectural Guidelines*** Section 2.2.2
C. The client operating system on each computer counted for the above ratio is either: a) Windows 95, 98, NT or 2000, or b) Mac OS 7.6.1 or higher.	◯ yes ◯ no	***Architectural Guidelines*** Section 2.2.3
D. The high school technology contact has been instructed in a) shutting off the screen saver and b) removing/disabling the Macintosh control strip.	◯ yes ◯ no	***Architectural Guidelines*** Section 2.2.3
COMPUTERS/PRINTERS - Required Elements (Continued)		
E. Each computer counted for the above ratio is Internet-connected, and runs Netscape Navigator version 4.0.6 or higher (excluding version 6.x) or Internet Explorer version 4.01 service pack 2 or higher.	◯ yes ◯ no	***Architectural Guidelines*** Section 2.2.4
F. A graphics enabled printer is available for printing test tickets (color is not required).	◯ yes ◯ no	***Architectural Guidelines*** Section 2.2.6

COMPUTERS/PRINTERS - Best Practices		
A. Desktop computers are plugged into surge suppression devices.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.2
B. Essential software applications and device drivers are up-to-date.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.2

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WIDE AREA NETWORK - Required Elements		
A. Each high school has a network connection to the Internet that is not over-allocated (see guidelines for minimum speed requirements).	◯ yes ◯ no	***Architectural Guidelines*** Section 2.3
B. A firewall is installed between the school or division network and the Internet.	◯ yes ◯ no	***Architectural Guidelines*** Section 2.4
C. Client computers and infrastructure devices are configured to handle SSL traffic.	◯ yes ◯ no	***Architectural Guidelines*** Section 2.4
D. IP filters are configurable to open to specific IP addresses (to be provided at a later time).	◯ yes ◯ no	***Architectural Guidelines*** Section 2.4

WIDE AREA NETWORK - Best Practices		
A. All traffic is segmented and routed using routers, switches or enhanced firewalls (traffic is not routed using network servers or software applications).	◯ yes ◯ no	***Architectural Guidelines*** Section 3.3
B. Web-caching is installed (note: test content cannot be cached).	◯ yes ◯ no	***Architectural Guidelines*** Section 3.3

LOCAL AREA NETWORK - Best Practices		
A. TCP/IP is the standard network protocol. Unneeded protocols and services have been removed from servers and workstations.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.4
B. Private IP addressing is in use and a documented naming/addressing scheme is in place.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.4
C. Local DNS services are implemented.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.4
D. DHCP is in use.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.4
E. All Token Ring installations have been migrated to Ethernet.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.4

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LOCAL AREA NETWORK - Best Practices (Continued)		
F. Shared hubs have been replaced with 10/100 Ethernet Switches.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.4
G. There is an up-to-date diagram of the high school network infrastructure.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.4
H. Network administrators have a mechanism for managing the network and monitoring performance.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.4

NETWORK EQUIPMENT/SERVERS - Best Practices		
A. Network servers are regularly backed up. Backups are periodically verified by restoring.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.5
B. File servers and other network devices are plugged into uninterruptible power supplies (UPS) and surge suppression devices.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.5
C. Wiring closets and server rooms are secure, climate-controlled and clean.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.5
D. Essential software applications and device drivers are up-to-date.	◯ yes ◯ no	***Architectural Guidelines*** Section 3.5

PLEASE REMEMBER TO ATTACH THE COMPLETED SIGNATURE PAGE.
THANK YOU!

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Self-Certification Checklist Signature Page

A hard copy of the Self - Certification Checklist with original signatures must be submitted to the Department of Education. Each of the four signatures are required (one individual may hold more than one of the listed positions and should sign under each associated title).

Please keep a hard copy of the signed checklist for your records. Submit the completed checklist and signature page to:

Sarah J. Susbury
Virginia Department of Education
Office of Information Technology, 22nd Floor
P.O. Box 2120
Richmond, VA 23218

School Division Number/Name:_____

Superintendent Signature:

_____ Date:_____

Division Director of Testing Signature:

_____ Date:_____

Division Technology Director Signature:

_____ Date:_____

SOL Technology Initiative Project Manager Signature:

_____ Date:_____